



**STATE OF DELAWARE
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF ALCOHOLIC BEVERAGE CONTROL COMMISSIONER**

Carvel State Office Building
820 North French Street
Wilmington, Delaware 19801

Voice: (302) 577-5222
Fax: (302) 577-3204

Dear Applicant:

In accordance with your recent request, we are enclosing the initial form to be completed and returned to this office to enable you to file an application for a license to sell alcoholic liquors.

Please follow the procedure set forth below:

1. Certificate of Compliance:
 - a. You must submit a Certificate of compliance from the municipality (or if outside any municipality) the County, indicating that the premise where the license is to be used are properly zoned for the applicant's intended use

2. List of Property Owners: For New Applicants or Substantive Changes to the Premise
 - a. In most cases you must furnish the OABCC with a complete list, containing the names and addresses of all property owners within 200 feet from any point on the property boundary line for which the license is being sought regardless of whether the land is occupied or unoccupied. **However,**
 1. If the proposed location is located within a shopping center or similar type location, the list must contain the names and addresses of all property owners within 200 feet from any point on the property boundary line of the shopping center or similar type location in which the license is being sought and regardless of whether the land is occupied or unoccupied.
 2. If the proposed location is located within a quarter of a mile from a riverfront, beachfront or other open water, the list must contain the names and addresses of all property owners within 1000 feet from any point on the property boundary line for which the license is being sought and regardless of whether the land is occupied or unoccupied.

3. If you intend to include space for outside dining, entertainment or the service or consumption of alcoholic beverages the list must contain the names and addresses of all property owners **within 1000 feet** from any point on the property boundary line for which the license is being sought regardless of whether the land is occupied or unoccupied.
4. If the proposed location is located within 1 mile of any incorporated area from any point on the property boundary line of the proposed location, the list must contain the name and address of the governing body of any such incorporated area.

3. Floor Plan:

You must submit two copies of your proposed floor plan; the proposed floor plan must be in compliance with the applicable sections of Commissioner Rules 42. (Copies Are Enclosed)

4. Submitting The Required Documents:

- a. You may schedule a Pre-application Review with the Commissioner's Staff after obtaining the appropriate zoning materials, list of property owners and a floor plan that complies with Commissioner Rule 42.
- b. If you choose a Pre-application review, you should bring the required information (1-3 listed above) with you to the Pre-application Review.
- c. In addition to the required information, when you come in for your Pre-application Review, you should know the date that you want to open for business. The most important date in the entire application process is the date in which you will file your application. The legality of the entire application process is based upon the date that you file your application. By knowing your opening date the Commissioner's Staff will be able to help you determine the exact date that you must file your application as well the exact wording required for you public notice.

5. Copies of the Commissioner's Rules and Delaware Law:

- a. Each Licensee is required to maintain a current copy of the Commissioner's Rules and Title 4 of the Liquor Control Act, which must remain on the licensed premises at all times. These items may be purchased at the conclusion of the review by check, credit card, money

order or cash in the amount of \$50.00.

Completing steps one through five as instructed, will help ensure the timely processing of your application and insure that the correct advertisement and public notice is made.

Should you have any questions or need any assistance you may contact the Office of The Delaware Alcoholic Beverage Control Commissioner at,

Carvel State Office Building
Building, 820 North French Street
3rd. Floor,
Wilmington, DE 19801

Or call the Commissioner's Office at (302) 577-5222

Sincerely yours,

Robert A. Wiest
Deputy Commissioner
RAW:jlg

Enclosures

**REQUEST TO MAKE APPLICATION TO THE
OFFICE OF ALCOHOLIC BEVERAGE CONTROL COMMISSIONER
FOR A LICENSE TO SELL ALCOHOLIC LIQUOR**

Permission is requested from the Delaware Alcoholic Beverage Control Commissioner to make application for a

_____ (Type of License (see page 2))

Location for which the License is being requested:
(Specify exact official US Mail address)

The name of the owner (or, if leased, the lessee's) of the property to which the license is to apply is

The present zoning of the property is _____ which (does/does not) permit the operation of a business to sell alcoholic liquors. Rezoning of the property (is/is not) required.

If a partnership, indicate the names of the partners. If a corporation, which is not publicly traded, indicates the names of the officers, directors, and stockholders. If a corporation which is publicly traded, indicate the names of the officers.

_____	_____
_____	_____
_____	_____

Section 543(d) of Title 4 imposes various distance restrictions which are applicable to certain licenses of the same type (off only). Please review this statute carefully to determine whether you are legally precluded from obtaining a license in the desired location.

Name of applicant (indicate whether an individual, partnership or corporation):

Applicant Name: _____

Signature and title: _____

Resident address: _____

Telephone Number: _____

Date: _____

Proposed Trade Name: _____

By signing your name, you affirm your belief that the public interest or convenience will be furthered if you are granted a license to sell alcoholic liquor.

TYPES OF LICENSES

Beer Club — On

Beer Club-Off

Boats

Bowling alley

Brew Pub-ON

Cabaret

Caterers

Club Full Spirits-On

Club Full Spirits-Off

Dinner Theater

Direct Shippers

Farm Wineries

Hotel-On

Race Tracks

Microbrewery

Multi-Purpose Sports Facility

Package Store

Restaurant Beer Only-On

Restaurant Beer & Wine-On

Restaurant Full Spirits-On

Taproom-ON

Wholesaler